HYLAND HILLS PARK AND RECREATION DISTRICT
BUDGET PRESENTATION

Federal Heights, Colorado **October 14, 2025**

1. CALLED MEETING TO ORDER President, Margaret Gutierrez, called the 2026 Budget Presentation of the Hyland Hills Park and Recreation District to order at 12:00 p.m. at the Hyland Hills Sports Center located at 4201 W. 94th Avenue, Westminster, CO.

2. ROLL CALL - Board Members present were Director Blair, Director Grosh, Director Gutierrez, Director Hald and Director Mirelez.

   a. Executive Staff Present
      i. Yvonne Fischbach, Executive Director
      ii. Skyler Beck, Deputy Director of Administrative Services
      iii. Ralph Berninzoni, Jr., Water World General Manager
      iv. Allen Brown, Deputy Director of Enterprise Operations
      v. Sheri Duran, District Security Manager
      vi. Kellie Flowers, Community Relations Manager
      vii. Matt Hamlin, Parks and Facility Superintendent
      viii. Steve Heger, Water Resources Manager/District Project Manager
      ix. Val Heim III, Golf Course General Manager
      x. Nicole Knight, Executive Assistant
      xi. Jenny Kramer, Director of Marketing & Communications
      xii. Jill Lamoureux, Director of Finance
      xiii. Justin Lemme, Manager of Information Technology
      xiv. Bob Owens, Deputy Director of Enterprise Operations
      xv. Corey Schmidt, Director of Ice Centre
      xvi. Blake Selle, Special Projects Manager
      xvii. Ellen Turney, Adventure Golf and Raceway Manager
      xviii. Lisa Zaragoza, Director of Human Resources

2. INTRODUCTIONS/PRESENTATIONS
   a. 2026 Budget Presentation
   Executive Director Fischbach introduced the staff and noted that the staff has worked hard to prepare the proposed 2026 budget. Deputy Director Beck provided an overview of the proposed 2026 district and noted that staff will review their individual budget and answer questions.

3. ADJOURNMENT
   There being no further business, the meeting adjourned at 4:29 p.m.

Respectfully Submitted,
Nicole D. Knight

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Margaret Gutierrez, President

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Daneille Grosh, Secretary

HYLAND HILLS PARK AND RECREATION DISTRICT
STUDY SESSION

Federal Heights, Colorado **October 14, 2025**

1. CALLED MEETING TO ORDER President, Margaret Gutierrez, called the Study Session of the Hyland Hills Park and Recreation District Board of Directors to order at 5:15 p.m. at the Hyland Hills Administration Building.

2. ROLL CALL - Board Members present were Director Blair, Director Grosh, Director Gutierrez, Director Hald and Director Mirelez.
   a. Executive Staff Present
      i. Yvonne Fischbach, Executive Director
      ii. Skyler Beck, Deputy Director of Administrative Services
      iii. Allen Brown, Deputy Director of Enterprise Operations
      iv. Nicole Knight, Executive Assistant
      v. Jill Lamoureux, Director of Finance
      vi. Bob Owens, Deputy Director of Enterprise Operations
      vii. Allison Ulmer, Legal Counsel

3. STUDY SESSION
   a. Tour of Water World Project Site
      Deputy Director Owens conducted a tour of the Water World construction site for board members and staff.
   b. General Discussion/Questions
      i. Executive Director Fischbach noted there is a revised August Treasurer's Report.
      ii. Director Gutierrez asked about the capital investments 2025 budget expenses, Deputy Director Beck noted that we are currently over budget on some capital projects but will be reimbursed at completion of the project via a grant from Adams County Open Space.
      iii. Executive Director Fischbach noted that the Hyland Hills Gymnastics Team will be attending the board meeting. In past years the tournament fees for the Team Gymnastics was managed by the parents group, that has been changed, and the fees are now handled by the district.
      iv. Deputy Director Beck noted that the following steps still need to take place regarding the proposed 2026 budget: budget hearing at November board meeting and adoption of budget at December board meeting.
      v. Director Hald asked about the timeline on bond issuance. Executive Director Fischbach noted that the RFPs (Request for Proposals) are due October 17th, will have the Finance Committee review proposals. Director Gutierrez noted that her employer Key Bank may submit a proposal, if that happens she will remove herself from both the Key Bank and Hyland Hills side.
      vi. Director Mirelez asked about the no-show for tee-time policy at the golf course. Deputy Director Brown noted that staff are working to keep track of no-shows and are considering charging a fee for no-shows. Staff currently will contact repeat offenders who consistently make a tee-time and do not show up.

4. ADJOURNMENT
   There being no further business, the meeting adjourned at 5:58 p.m.

Respectfully Submitted,
Nicole D. Knight

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Margaret Gutierrez, President Daneille Grosh, Secretary

HYLAND HILLS PARK AND RECREATION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING

Federal Heights, Colorado **October 14, 2025**

1. CALLED MEETING TO ORDER President, Margaret Gutierrez, called the Regular Meeting of the Hyland Hills Park and Recreation District Board of Directors to order at 6:00 p.m. at the Hyland Hills Administration Building.

2. ROLL CALL - Board Members present were Director Blair, Director Grosh, Director Gutierrez, Director Hald and Director Mirelez.
   A. Executive Staff & Legal Counsel Present
      i. Yvonne Fischbach, Executive Director
      ii. Skyler Beck, Deputy Director of Administrative Services
      iii. Allen Brown, Deputy Director of Enterprise Operations
      iv. Karla Jensen, Recreation Supervisor
      v. Nicole Knight, Executive Assistant
      vi. Jill Lamoureux, Director of Finance
      vii. Bob Owens, Deputy Director of Enterprise Operations
      viii. Allison Ulmer, Legal Counsel

3. CONSIDERATION OF ADDITIONAL AGENDA ITEMS - None

4. PUBLIC COMMENT - None

5. INTRODUCTIONS/PRESENTATION
   A. Deputy Director Owens introduced Recreation Supervisor Karla Jensen. Supervisor Jensen introduced boys and girl's gymnastics team members from all levels. She introduced the team members and acknowledged their individual accomplishments. She also recognized Kira White for earning the title of World Floor and Vault Champion. Director Gutierrez thanked Supervisor Jensen, the gymnasts and their parents for representing Hyland Hills and for attending the board meeting.

6. APPROVAL OF TREASUER'S REPORT
   Director Hald moved, Director Grosh seconded the motion to approve the August 2025 Treasurer's Report as presented. Deputy Director Beck noted: that we are currently over budget on some capital projects but will be reimbursed at completion of the project via a grant from Adams County Open Space, a comparison of golf course 2024 actuals compared to 2025 actuals revealed there is a difference of $25.00. Director Hald asked about the preliminary September revenues the numbers are light, Deputy Director Beck noted we are tracking compared to 2024, but we have not closed the month yet. The motion passed unanimously.

7. APPROVAL OF MINUTES
   Director Grosh moved, Director Mirelez seconded the motion to approve the minutes of the September 9, 2025, Study Session and Regular Meeting. The motion passed unanimously.

8. COMMUNICATION & CORRESPONDENCE
   A. Director Gutierrez noted that she had received an email from a district resident regarding the changes taking place at the Disc Golf Course, and that Community Relations Manager Kellie Flowers replied to the email in a timely manner.
   B. The board acknowledged a thank you card from Julie and Bob Owens for the plant they received in memory of the passing of Mrs. Owens' mother.

9. EXECUTIVE DIRECTOR REPORT
   A. Executive Director Report
      i. Executive Director Fischbach reviewed the Executive Director's Report the following items were discussed:
         1. The board and staff spent most of today reviewing the proposed 2026 district budget. The next steps will be the budget hearing in November and adoption of the budget in December.
         2. During the Study Session the board and staff toured the Water World construction site, staff will continue to monitor tariffs, as the steel for the project is coming from China, Deputy Director Owens noted at this time there are no other options for the material as the manufacturing of the items is underway.
         3. The district celebrated its 70th anniversary at an event at Adventure Golf & Raceway on Friday, October 10th.
         4. Director Blair asked about the status of the Pickleball courts and when they will open to the public, Executive Director Fischbach noted the goal is the end of October.
   B. KPI Report
      i. Deputy Director Beck reported that we are fully staffed in all full-time positions. He introduced Jill Lamoureux as the district's new Director of Finance. He noted that recreation program registrations are up for the month, golf rounds for the month are up and the Ice Centre is entering its busy season.
   C. Water World Project Dashboard
      i. Deputy Director Owens noted the dashboard will track the progress of the project along with budget information. Director Gutierrez thanked Director Owens for the tour of the construction site.

10. LEGAL REPORT
    There were no questions for Attorney Ulmer regarding the Legal Report.

11. OLD BUSINESS
    A. <u>Adoption of Board of Directors Norms</u>
       Director Mirelez moved, Director Blair seconded the motion to approve the Board Norms as presented. The motion passed unanimously.

12. NEW BUSINESS
    A. <u>Approval of CliftonLarsonAllen Engagement Letter</u>
       Director Hald moved, Director Gutierrez seconded the motion to authorize Executive Director Fischbach and Board Treasurer Hald to execute the engagement letter with CliftonLarsonAllen as district auditors for the fiscal year 2025. The motion passed unanimously.
    B. <u>Camenisch Park Final Design, Engineering & Construction Documents</u>
       Director Hald moved, Director Mirelez seconded the motion to authorize Executive Director Fischbach to execute the contract with MIG, Inc., in the amount of $1,064,900.00 for Camenisch Park Design, Engineering and Construction documents. Deputy Director Brown noted that MIG worked with staff on the Camenisch Park Master Plan, we receive a 70% matching grant from Adams County Open Space, anticipate having final construction documents about a year from now. The motion passed unanimously.

13. BOARD OF DIRECTORS COMMITTEE UPDATE
   A. Board committee assignments were reviewed and updated:
      i. Standing Committees:
         1. Hyland Hills Foundation: Director Blair, Director Gutierrez, Director Mirelez
         2. Capital Projects: Director Blair, Director Hald, Director Mirelez (substitute)
         3. Finance: Director Gutierrez, Director Hald

      ii. Ad Hoc Committees:
         1. Lease: Director Blair, Director Grosh, Director Mirelez (substitute)
         2. Bylaws & Policies: Director Grosh, Director Mirelez
   B. The following committee reports were given:
      i. Bylaws & Policies Committee: Executive Director Fischbach noted that there is a new committee with herself, Director Grosh and Director Mirelez.
      ii. Capital Projects Committee: Director Blair reported that the committee did not meet in September as the board and staff were attending the Special District Association Conference in Keystone. The next committee meeting is scheduled for October 21st.
      iii. Finance Committee: Director Hald reported that the board approved the Engagement Letter with CliftonLarsonAllen as district auditors for the fiscal year 2025, the district's Annual Comprehensive Report was submitted on August 29th, the Finance Committee will be looking at issuing bonds to pay for the Water World construction project.
      iv. Lease Committee: Director Grosh reported there is no update at this time.

14. BOARD OF DIRECTORS OPEN DISCUSSION
   A. Hyland Hills Foundation: Director Mirelez reported that the next Foundation Board meeting is scheduled for October 16th, and Director Gutierrez noted that the Foundation Winter Festival is scheduled for November 13th.
   B. Westminster Rotary Club: Director Gutierrez reported the Rotary Club will be hosting their Annual Roast Fundraiser on October 25th; there is a long history of Hyland Hills and the Rotary Club working together as the district owns and operates Rotary Park, the club provided a $2,000.00 donation for the improvements to the park. Director Blair stated that the Roast is an opportunity to continue to strengthen the partnership by possibly buying a table or some other support. Director Blair asked if the board would be interested in supporting the event in some manner. Director Hald noted this would be a great marketing opportunity; Executive Director Fischbach noted that the district participating would be good for the partnership with the Rotary Club. It was decided that Director Blair will contact the Rotary Club to see what sponsorship opportunities are available to support the event and follow-up with Executive Director Fischbach.
   C. Director Blair asked if the December 9, 2025, board meeting will take place; Executive Director Fischbach noted that the district budget has to be adopted by December 15th, but that there could possibly be a date change, depending on when the district receives its final assessments from Adams County.

15. BOARD MEETING RECAP
   Director Grosh reported there were no recaps from the meeting.

16. ADJOURNMENT
   There being no further business, the meeting adjourned at 6:49 p.m.

Respectfully Submitted,
Nicole D. Knight

Margaret Gutierrez, President

Daneille Grosh, Secretary